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UNITED STATES
DEPARTMENT OF AGRICULTURE
Soil Conservation Service

November 25, 1944

FIELD MEMORANDUM SCS #1038-B
(Supersedes Field Memorandum
SCS #1038-A)

Re: Annual Report of LU
Project Activities
(Form SCS-506 LU)

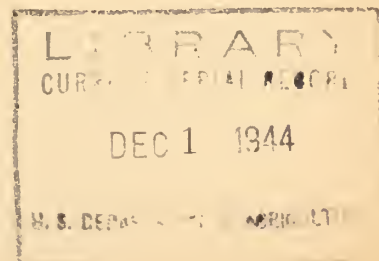
TO ALL RANKING FIELD OFFICERS
EXCLUSIVE OF THOSE IN DISTRICT
AND WORK UNITS WHICH DO NOT
INCLUDE LU PROJECTS:

The former tables included in the report provided for in Field Memorandum SCS #1038-A have been revised and reduced in number to lessen the work involved in recording and reporting project activities and development work for the calendar year involved. A supply of the tables attached to this memorandum has been duplicated and the estimated needs of each region are being sent to each Regional Records and Reports Division. It is believed that the information requested on these tables and in the narrative is adequate for the needs of all offices and, therefore, additional information on an annual basis should not be requested of the project except where unusual circumstances exist which warrant the added cost to obtain such information.

These annual reports should be submitted through regular channels, one copy to reach the Washington office of the Records and Reports Division not later than February 15 following the period covered by the report. The Regional Records and Reports Division, in cooperation with the Regional Land Management Division, will check the accuracy of reports before submitting them to Washington.

H. H. Bennett
Chief

Attachments



GENERAL INSTRUCTIONS FOR THE PREPARATION OF THE ANNUAL REPORT OF LU PROJECT ACTIVITIES

The annual report is to be prepared at the end of each calendar year by each work unit administering lands held under Title III of the Bankhead-Jones Farm Tenant Act. It is not intended that reports be prepared for lands which have been transferred to State or other Federal agencies.

The report is to be prepared at the work unit level and signed by the Project Conservationist, or corresponding official in charge of the project or work unit. Any additional information or comments, which district, state or regional officials reviewing the report may wish to make, will be indicated by a memorandum to be attached to the report.

The outline of the report has been prepared for use over the entire United States. Obviously, some tables will not be applicable to each work unit. Any table or section not pertinent to a particular project or work unit should be omitted from the report for that project or work unit.

The report will consist of two parts, Statistical and Narrative.

PART I

Statistical

Tables will be completed on a project or work unit basis, coinciding with the narrative report with not more than one project included in any one report. Where there is more than one work unit in a project, Washington is to receive a consolidated copy of the tables for the project as a whole. The tabulations are to be prepared on a calendar year basis. All permits issued during the year for which the report is being prepared which became effective during any portion of such year are to be included in the report. In other words, if the use authorized by the permit started during that year, then the entire privileges permitted should be included even though a part of the use may extend into the next year.

REVIEW ALL TABLES AND FOOTNOTES PRIOR TO FILLING OUT ANY OF THE TABLES TO BE SURE IT IS UNDERSTOOD EXACTLY WHAT INFORMATION IS DESIRED.

PART II

Narrative

A brief narrative of project operations for the reported year will be prepared for the work unit as a whole. The narrative should include appropriate comments about the various phases of the project activities; i.e., grazing, forestry, wildlife, and recreational uses, administration, development and maintenance. If comments are included which refer to statistical data in Part I of the report, the tabulation referred to will be specifically mentioned in the narrative.

The following information will also be included as a part of the narrative:

- a. Specific management, administrative, and development problems or circumstances which tend to restrict or limit proper management or full utilization of the project resources.
- b. Recommended changes in policies, criteria and procedures which would result in making project operations and management more effective or efficient with reasons and justification for such changes.
- c. State any problems encountered in the enforcement of the Secretary's Rules and Regulations. List all violations which have required legal action or for which legal action has been recommended, giving the name of the person involved, offense and present status or disposition of the case.
- d. Fire control
 1. If incendiarism is a problem, what reason is attributed to the setting of incendiary fires, and what is being done to reduce this cause of fire including the establishment of a better understanding with the local people?
 2. What limitation in personnel, equipment or authority retards action or prevents prompt detection and extinction of fires that start?
 3. Report on each project building that was damaged or destroyed by fire, stating origin of fire; description of damage to buildings and contents; and estimated damage.
- e. Discuss briefly relationship of project activities with other agencies; i.e., county, State, and Federal.
- f. Discuss relocation of families, including number relocated during the year, number remaining to be relocated, number it is anticipated will be relocated during current year and anticipated problems.

UNITED STATES
DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE

TABLE I

SUMMARY OF DISTRIBUTION OF USE PRIVILEGES

Items	: To Farmers and Ranchers :					: Total
	: Status of Operating Units ^{1/} :					
	: Inade-	: Adequate	: Adequate	: To Other:	: Fees	
	: quate	: only with:	: without:	: Permit-	: Payable	
	: even with:	: Permits	: Permits:	: tees	: Totals ^{7/} to SCS	
	: Permits :	:	:	:	:	
Number of Operators ^{2/}	:	:	:	:	:	: xxx
Average Size of Unit ^{3/}	:	:	:	:	: xxx	: xxx
List here unit used ():	:	:	:	:	:	:
Grazing Permits	:	: xxx	: xxx	: xxx	: xxx	:
No. Operators	:	:	:	:	:	:
A.U.M.	:	:	:	:	:	: \$
Cropping Permits	:	: xxx	: xxx	: xxx	: xxx	:
No. Operators	:	:	:	:	:	:
Acres	:	:	:	:	:	: \$
Haying Permits	:	: xxx	: xxx	: xxx	: xxx	:
No. Operators	:	:	:	:	:	:
Tons	:	:	:	:	:	: \$
Seed Permits	:	: xxx	: xxx	: xxx	: xxx	:
No. Operators	:	:	:	:	:	:
Pounds :	:	:	:	:	:	: \$
Forest Products Permits	:	: xxx	: xxx	: xxx	: xxx	:
No. Operators	:	:	:	:	:	:
Board Feet ^{4/}	:	:	:	:	:	: \$
Bldg. Occupancy Permits ^{5/}	:	: xxx	: xxx	: xxx	: xxx	:
No. Operators	:	: xxx	: xxx	: xxx	: xxx	: \$
Other Use Permits ^{6/}	:	: xxx	: xxx	: xxx	: xxx	:
No. Operators	:	: xxx	: xxx	: xxx	: xxx	: \$
Recreational Use	:	:	:	:	:	:
No. Persons	:	: xxx	: xxx	: xxx	: xxx	: () : \$
TOTAL NUMBER PERMITS	:	: xxx	: xxx	: xxx	: xxx	: \$

^{1/} An adequate operating unit is one which has sufficient land resources to provide with average efficiency of management a satisfactory living under local conditions for an average family.

^{2/} Record the actual number of operators to whom use privileges were granted. If any one operator has several types of permits, this operator will be counted only once in calculating the figure to be placed on this line.

^{3/} In areas where livestock is predominant, use animal units as the measure of size. In other areas, use most appropriate measure, such as acres of crop land or estimated net income. Indicate in the parenthesis the measure used.

^{4/} Convert to estimated board feet if necessary.

^{5/} Do not include occupancy of employees who pay for occupancy through deductions from salary payment.

^{6/} Report all "Other Lands Used"; including lands used under temporary permit or Letter of Authority by other agencies, such as War Department, Experimental Stations, etc.

^{7/} Enter number of permits in the blocks of this column opposite each type of permit.

TABLE II

GRAZING USE

Item	Available for Grazing		Grazing Used	
	Acres	A.U.M.1/	Acres	A.U.M.
All Lands	:	:	:	:
Controlled by Asso. or District	:	:	:	:
TITLE III LANDS	:	:	:	:
Controlled by Asso. or District	:	:	:	:
Managed directly by Service	:	:	:	:
Totals (Title III)	:	:	:	:
Grazed "IN COMMON"	:	:XXXXXXXXXX	:	:XXXXXXXXXX
Grazed in Individual Allotments	:	:XXXXXXXXXX	:	:XXXXXXXXXX
A.U.M. of Grazing on all	:	Horses &	Sheep &	:
Title III Lands Grazed by	Cattle	Mules	Goats	Total
	:	:	:	:

1/ Enter approved rate of stocking.

TABLE III

SEED HARVEST

Type of Seed	Harvested By - And Where Used				
	S.C.S. Harvested	Project	Other	Farmers and	Other
Harvested and Units	Use	S.C.S. Use	Ranchers	Permittees	Totals
Grass --- No. Operators	:XXXXXXXXXX	:XXXXXXXXXX	:	:	:
Acres	:	:	:	:	:
Pounds	:	:	:	:	:
Fees to SCS	:XXXXXXXXXX	:XXXXXXXXXX	:	:	:
Legumes - No. Operators	:XXXXXXXXXX	:XXXXXXXXXX	:	:	:
Acres	:	:	:	:	:
Pounds	:	:	:	:	:
Fees to SCS	:XXXXXXXXXX	:XXXXXXXXXX	:	:	:
Other --- No. Operators	:XXXXXXXXXX	:XXXXXXXXXX	:	:	:
Acres	:	:	:	:	:
Pounds	:	:	:	:	:
Fees to SCS	:XXXXXXXXXX	:XXXXXXXXXX	:	:	:
Total No. Operators	:XXXXXXXXXX	:XXXXXXXXXX	:	:	:
Total Acres	:	:	:	:	:
Total Pounds	:	:	:	:	:
Total Fees	:XXXXXXXXXX	:XXXXXXXXXX	:	:	:

TABLE IV
FOREST PRODUCTS

Products and Units		Harvested by - And Where Used					
		S.C.S. Project Use	Harvested: Other SCS Use	Farmers and Ranchers	Adver- tised Other Permittes Sales	Totals	
Saw Timber	No. Operators	xxxxxxx	xxxxxxx	:	:	:	:
	Board Feet	:	:	:	:	:	:
	Fees	xxxxxxx	xxxxxxx	:	:	:	:
Pulp Wood	No. Operators	xxxxxxx	xxxxxxx	:	:	:	:
	Cords	:	:	:	:	:	:
	Fees	xxxxxxx	xxxxxxx	:	:	:	:
Posts & Poles	No. Operators	xxxxxxx	xxxxxxx	:	:	:	:
	Number	:	:	:	:	:	:
	Fees	xxxxxxx	xxxxxxx	:	:	:	:
Fuel Wood	No. Operators	xxxxxxx	xxxxxxx	:	:	:	:
	Cords	:	:	:	:	:	:
	Fees	xxxxxxx	xxxxxxx	:	:	:	:
Product 2/		:	:	:	:	:	:
(Specify)	No. Operators	xxxxxxx	xxxxxxx	:	:	:	:
	Unit	:	:	:	:	:	:
	Fees	xxxxxxx	xxxxxxx	:	:	:	:
Total No. Operators		xxxxxxx	xxxxxxx	:	:	:	:
Total Fees		:	:	:	:	:	:

1/ For contract sales with a cutting period in excess of 12 months enter amount cut during the calendar year.

2/ Use additional sheets for other forest products, if necessary.

TABLE V
RECREATIONAL USE

Facilities	Number Persons	Fees Collected By		
		S.C.S. Direct	Concessionaire2/	Total
Fishing	:	:	:	:
Hunting	:	:	:	:
Swimming	:	:	:	:
Boating	:	:	:	:
Cabin Rentals	:	:	:	:
Group Camps	:	:	:	:
Other 1/	:	:	:	:
Totals	:	:	:	:

1/ Include picnicking, camping, dining, dancing, soft drinks, and other items not included under other listed headings.

2/ Include total fees collected by the concessionaire for each item.

TABLE VI

MISCELLANEOUS USES

Types of Uses	Free Permits	Charge Permits or Leases	
	Number	Number	Total Fees
Nuts, Fruits, Berries, etc.	:	:	:
Straw	:	:	:
Crossing Permits	:	:	:
Sand and Gravel	:	:	:
Oil and Gas (Leases in effect)	:	:	:
	:	:	:
	:	:	:
	:	:	:
	:	:	:
Totals	:	:	:

TABLE VII

LAND USE ADJUSTMENTS - TITLE III

Land Uses	When Purchased	Present Use	Planned Use
	(acres) 1/	(acres)	(acres)
Grazing	:	:	:
Hay	:	:	:
Cultivation	:	:	:
Forestry	:	:	:
Recreation	:	:	:
Wildlife	:	:	:
Idle (Awaiting Development)	:	:	:
Waste Land	:	:	:
Total	:	:	:

1/ The acres submitted for these land use classes in the report for calendar year 1942 should be used unless it has been definitely determined that they were in error or the planned use has been revised.

TABLE VIII

STATUS OF DEVELOPMENT

(Note: If any of the work completed has been done under permit by operators, associations, or districts, enter in each column the total work performed, and show under No. 16 the kind and amount performed by the permittees, associations or districts.)

	Unit	Work Completed		To Complete ^{1/}
		This Period	To Date	
1. Land Improvement				
a. Seed bed preparation	Acres			
b. Liming	Acres			
	Tons			
c. Fertilizing	Acres			
	Tons			
d. Seeding and planting grass	Acres			
e. Reseeding failures listed in d	Acres			
f. Terraces	Acres			
g. Drainageways	Lin.Ft.			
h. Water spreading	Acres			
i. Contour furrows and ridges	Acres			
j. Pest and rodent control				
(1) Original	Acres			
(2) Subsequent	Acres			xxx
k. Mowing and brushing				
(1) Original treatment	Acres			
(2) Maintenance	Acres			xxx
2. Fencing				
a. New fence	Miles			
b. Acquired with Land--repaired	Miles			
c. Fence removed	Miles			
d. Cattle guards constructed	Number			
e. Flood gates	Number			
3. Stock Water Facilities				
a. Dams				
(1) New	Number			
	Ac.Ft.			
(2) Acquired with land--repaired	Number			
(3) Maintained by SCS	Number			xxx
b. Springs				
(1) New development	Number			
(2) Acquired(repaired & renovated)	Number			
c. Dugouts, including those in intermittent streams	Number			
d. Wells				
(1) New--shallow	Number			
(2) New--deep	Number			
(3) Acquired(repaired&renovated)	Number			
e. Windmills				
(1) New	Number			
(2) Old (repaired)	Number			
f. Tanks installed	Number			
4. Stock Handling Facilities				
a. Corrals	Number			
b. Dipping facilities	Number			
c. Shelters and windbreaks	Number			

TABLE VIII (continued)

	Unit	Work Completed	
		This Period	To Date
5. Farmstead Removal			
a. Sold	Number		
b. Transferred to other agencies	Number		
c. Salvaged or obliterated	Number		
6. Wildlife Development			
a. Areas fenced (include desilting)	Number		
	Acres		
b. Areas planted (cover and food)	Number		
	Acres		
c. Ponds stocked with fish	Number		
d.			
7. Woodland Improvement			
a. Tree planting	Acres		
	Trees		
b. Stand improvement	Acres		
8. Fire Control			
a. Telephone lines (all uses)	Miles		
b. Lookout towers	Number		
c. Fire guards or breaks			
(1) Constructed	Miles		
(2) Maintained by SCS	Miles		xxx
d. Tool caches	Number		
9. Roads and Trails			
a. Constructed	Miles		
b. Maintained by SCS	Miles		xxx
10. Bridges and Fords	Number		
11. Administrative Hdqts. & Service Bldgs	Sets		
12. Experimental & Research Facilities	Sets		
13. Recreational Centers			
a. No. of Cabins	Number		
b. Day use and picnic areas	Number		
c. Group camps	Number		
14. Boundary Surveys & Marking	Miles		
15. Miscellaneous 2/			
16. Work done by permittees, associations or districts			xxx
			xxx
			xxx
			xxx
			xxx
			xxx
			xxx

1/ The data in this column to be based on most recent approved development plan. Indicate date of plan: 19__.

2/ Include only items definitely not classifiable under items listed above. Specify Unit.

TABLE IX
FOREST AND GRASS FIRES

Areas:

(a) Title III lands - Forest _____ A. Grass _____ A. Total _____ A.
(b) Other lands within project boundary. Total _____ A.

	NUMBER OF FIRES:		AREA BURNED :		DAMAGE	
	Title	Other	Title	Other	Title	Other
	III	Lands in:	III	Lands in:	III	Lands in:
	Land	Project:	Land	Project:	Land	Project
Cause of Fire	:	:	:	:	:\$:\$
(a) Lightning	:	:	:	:	:	:
(b) Railroad	:	:	:	:	:	:
(c) Campers	:	:	:	:	:	:
(d) Smokers	:	:	:	:	:	:
(e) Debris burning	:	:	:	:	:	:
(f) Incendiary	:	:	:	:	:	:
(g) Lumbering	:	:	:	:	:	:
(h) Miscellaneous	:	:	:	:	:	:
(i) Unknown	:	:	:	:	:	:
Totals	:	:	:	:	:\$:\$
Class or Size	:	:	:	:	:	:
(a) Class "A"-1/4	:	:	:	:	:	:
acre or less	:	:	:	:	:	:
(b) Class "B"-more	:	:	:	:	:	:
than 1/4 acre or	:	:	:	:	:	:
less than 10 acres	:	:	:	:	:	:
(c) Class "C"-10 acres	:	:	:	:	:	:
or over	:	:	:	:	:	:
Totals	:	:	:	:	:\$:\$
Type of Area Burned	:	:	:	:	:	:
Forest Land	:	:	:	:	:	:
(a) Merchantable	:	xxx	:	xxx	:	xxx
(b) Young growth	:	xxx	:	xxx	:	xxx
(c) Non-commercial	:	xxx	:	xxx	:	xxx
Non-Forest Land	:	:	:	:	:	:
(d) Grass	:	xxx	:	xxx	:	xxx
(e) Other	:	xxx	:	xxx	:	xxx
Type of Damage	:	:	:	:	:\$:\$
(a) To timber resources	:	xxx	:	xxx	:	:
(b) To grass lands	:	xxx	:	xxx	:	:
(c) Protection value 1/	:	xxx	:	xxx	:	:
(d) Other values, (turpentine:	:	xxx	:	xxx	:	:
faces, cordwood, ties, etc):	:	:	:	:	:	:
recreation values,	:	:	:	:	:	:
improvements, buildings,	:	:	:	:	:	:
etc.	:	:	:	:	:	:

1/ Based on values determined by the regional office as appropriate under types of conditions encountered in the region.

